



### **Finance and Operations Director**

American Association of Woodturners (AAW) is a nonprofit organization dedicated to advancing the art and craft of woodturning worldwide through education. With more than 12,000 members and 350 local chapters globally, AAW members include amateurs, hobbyists, professionals, gallery owners, collectors, and tool and equipment suppliers. Through the work of a dedicated team of staff and volunteers, we create opportunities for education, information, and organization to all who are interested in turning wood.

More information about our mission and work can be found at [www.woodturner.org](http://www.woodturner.org). The American Association of Woodturners is an equal opportunity employer and we welcome all to apply. We are committed to fostering a diverse, inclusive, and equitable working environment.

#### **Hiring Timeline**

We are currently accepting applications with a priority deadline of May 1, but the position will remain open until filled. Apply by emailing your cover letter and resume to [hr@woodturner.org](mailto:hr@woodturner.org).

#### **Job Summary**

Efficient, effective systems are key to delivering on our mission and realizing our vision. The Finance & Operations director is a new position for the AAW and leads the implementation of financial and operational strategies to ensure the AAW has the systems and resources to provide, scale and sustain services to our membership-based organization. This includes leading and implementing the organization's financial strategy and ongoing monitoring of organizational health indicators, ensuring streamlined virtual processes across the organization, and providing leadership and oversight for day-to-day operations and troubleshooting. This position reports to the Executive Director and works closely with the Finance Committee which reports to the Board of Directors.

#### **Responsibilities**

##### ***Financial Management***

- Reconcile and manage accounting and transactions in QuickBooks from multiple data sources.
- Provide leadership in developing the organization's short-term and long-range financial plans with the Executive Director.
- Manage and monitor the financial performance of the organization including creating reports and monitoring key indicators of financial health, including cash balances & forecasts, receivable and payable aging, and timeliness of contract billing.
- Lead and facilitate preparation of the annual budget, in cooperation with the Executive Director, and Finance Committee.
- Coordinate and oversee relationships with outside auditors for completion of annual financial audit and preparation of Form 990.
- Preparation of quarterly Sale Tax.
- Oversee and strengthen internal financial policies and systems, including ensuring adequate internal controls, maintaining reliability of financial reporting and safeguarding of organization assets

- Analyse trends and data to enable good business decisions to reduce financial risks for the organization

### ***Business Operations Leadership***

- Provide leadership, management oversight and support to the AAW's vast array of operations and services, including: Internal and external facing operational efficiencies, annual international symposium (in-person and virtual), internal processes, IT services and technology, associated vendors/contractor, operational troubleshooting. Regularly review contracts and services provided for efficiency and effectiveness.
- Develop policies and procedures related to finance, operations, technology, and other relevant areas. Leading staff in implementation of policies and procedures.
- Identify and implement process improvements to continually enhance the effectiveness and efficiency of financial or business operations.

### ***Leadership & Supervision***

- Serve as a member of the leadership team, working collaboratively with the leadership team peers for financial and operational alignment.
- Manage contracts and agreements with vendors and service providers, ensuring the organization receives high-quality services at a reasonable cost.
- Support leadership team to monitor the annual budget and work closely with the Executive Director and Finance Committee to proactively address any areas of concern.
- Collaborating with external vendors as they provide back-office support and accounting support.
- Interface with Finance Committee of Board of Directors as the organization transitions from a working to a governance board.

### ***Additional Responsibilities***

- Share responsibilities with staff team for in-person and virtual event implementation. This includes travel to in-person events and scheduled weekend virtual events as needed.
- As a small staff, cross train with other staff to ensure continuity for key workflow processes.
- Additional responsibilities as appropriate.

### **Qualifications**

The ideal candidate will have experience in finances and is well versed in process and procedure development and management.

- Commitment to the American Association of Woodturners mission, values, and vision
- Strong interpersonal skills, including partnership development and customer service
- Ability to take initiative in a fast-paced environment
- Ability to be a collaborative team member, demonstrated ability to work with multiple partners or stakeholders to achieve a goal
- Skill with working with people from different countries and cultures
- Strong verbal and written communication skills
- Knowledge of technology to improve efficiency
- Experience with QuickBooks Online required



- Experience with Microsoft Office suite, iMIS, and various data management software preferred
- Experience with accrual and cash accounting best practices

#### **Desired Qualifications**

- Bachelor's Degree or equivalent experience
- 5+ years of demonstrated success in a finance/accounting role
- Demonstrated commitment to diversity, equity and inclusion and experience working with people from diverse backgrounds
- Flexible and adaptable style; a leader who can positively impact both strategic and tactical business development initiatives
- Ability to design, implement and document business processes to be used by the entire organization
- Strong ability to clearly communicate financial information to various audiences
- Strong ability to work with committees and Board of Directors regularly
- Detail oriented with the ability to analyze data, recognize trends, and communicate solutions

**Wages, Benefits and Work location:** \$70,000 - \$85,000 annual salary, dependent on experience and qualifications; Vacation and Sick policy, 13 paid holidays per year, group health insurance with partial employer contribution, retirement with annual match after one year of employment.

This position can be fully remote outside the Twin Cities, MN area or hybrid if the candidate lives in the Twin Cities area. If fully remote, the position needs to travel to headquarters on a semi-annual to quarterly basis for staff team meetings. This position is also expected to travel to the annual in-person symposium held every summer (~5-9 days) and will share responsibility with the leadership team of traveling to represent AAW at regional in-person weekend events (~quarterly). Some weekend hours required for implementing virtual programming (1-5 weekends/year).